

CHAPTER 5

AFTER THE PREASSESSMENT VISIT

The activities you will complete after the preassessment visit are designed to make the assessments in your area go as smoothly as possible.

This chapter describes the activities that take place immediately after the preassessment visit. These activities include completing all the required paperwork after the visit, scheduling assessment administrators (AAs) to conduct the sessions, organizing the materials you will need for the assessment, and ordering any additional materials, as needed. At the conclusion of the chapter, you should be familiar with the activities described above.

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After the Preassessment Visit

Procedure 1. Record That the Preassessment Visit Is Complete on the Back Cover of the QCB

The Record of Preassessment Contacts, located on the back cover of the *Quality Control Booklet* (QCB), is for you to record each contact or attempted contact with the school during your preassessment activities. These include telephone calls, voice-mail messages, e-mails, and in-person visits.

The preassessment visit is one of your most important contacts, but many assessment coordinators (ACs) forget to record it here. Record the date, time, and the result of the contact.

Record of Preassessment Contacts			
Date	Time	Spoke With	Result

Procedure 2. Record the Callback Date(s) and Time(s) in Your Calendar

Check **Procedure 3L-1** of the QCB. If you have scheduled any callbacks to the school coordinator, you should have recorded them here. Copy the date(s) and time(s) for the callback(s) from this page into your appointment calendar, so you remember to make the callbacks at the agreed-upon time.

Procedure 3. Place the Dated Copy of the Parent/Guardian Notification Letter in the School Folder

If you did not do so during the preassessment visit, place the dated copy of the Parent Guardian Notification Letter in the School Folder. If you did not receive a dated copy of the letter, remember to place it in the School Folder when you do acquire it from the school coordinator. As a reminder, the assessment cannot begin until you have collected the Parent/Guardian Notification Letter.

Procedure 4. Complete Part 1 of the Summary Box at the Top of the Administration Schedule

Complete the first part of the Summary Box, as shown in the shaded portion of the example below:

School #:	992-122-0	Grade:	8	Original session scheduled for:	Makeup session scheduled for:
School Name:	Dixon Middle School			Day/Date: Wed, Feb. 4	Day/Date:
Administrator's Name:	Silvia Thomas			Time: 9:00 a.m.	Time:
				Location: Cafeteria	Location:

# Original Sample	26	# Withdrawn & Ineligible (Admin. Codes 51, 54 & 55)	2	# Absent (Admin. Codes 40-45, & 48)	# Assessed (Original Session)
	+		=	28	
# Selected New Enrollees	2	# Excluded (Admin. Codes 60-69)	1		
	+		=	25	
				TO BE ASSESSED	

- The number of students in the original sample should have been preprinted by Pearson or already entered by you on the line labeled **# Original Sample**. If not, enter the total number of students originally listed on the Administration Schedule.
- On the line labeled **# Selected New Enrollees**, enter the number of students you added to the Administration Schedule coded as a **1** in column **M**.
- Add the **# Selected New Enrollees** to the **# Original Sample**. Enter the sum on the line labeled **Total in Sample**.
- On the line labeled **# Withdrawn & Ineligible**, enter the total number of selected students who have withdrawn from the school (Administration Code = **51**), and any students who are ineligible (Administration Codes = **54** and **55**).
- On the line labeled **# Excluded**, enter the total number of selected students who were excluded from the assessment by the school (Administration Codes = **60-69**).
- Subtract the **# Withdrawn and Ineligible** and the **# Excluded** from the **Total in Sample**, and enter the difference on the line labeled **TO BE ASSESSED**.

If there is missing student information to be collected on the assessment day that may affect these summary totals, you may wait to complete this procedure until you have obtained the missing information from the school coordinator. Now that you know the session information, you can complete the date, time, and location at the top of the Administration Schedule.



If the school is participating in the Extended Student Background Questionnaire (ESBQ), repeat the steps above for the Summary Box on the ESBQ Administration Schedule.



If the school is participating in the NIES, repeat the steps above for the Summary Box on the NIES Administration Schedule.

Procedure 5. Place Completed Questionnaires in the Session Box

You have collected and updated several forms during the preassessment visit. If you collected completed hardcopies of the SD and/or ELL Questionnaires from the school coordinator, you should band these together and place them in Session Box 1. You will ship them back to Pearson after the assessment. Hold onto any blank SD and/or ELL Questionnaires that were completed online. You will give them to the school coordinator to dispose of them after the assessment.

Procedure 6. Enter Pertinent Information Into the SCS



Go back through **Part 2** of the QCB and identify the information you are required to enter into the School Control System (SCS). Look for the SCS icons to help you find the items that require SCS entry. Refer to the *SCS User's Guide* in *Systems: The AC Guide to Using NAEP Systems* for details on entering this information.

Procedure 7. Review and Revise the Assessment Schedule

You are responsible for scheduling the assessment administrators (AAs) on your team. Develop a tentative AA schedule and distribute it to your team at the AA Training. After each preassessment visit, you should review and revise this schedule as necessary.

To determine the number of AAs required for a school:

- First, review the number of regular and separate accommodation sessions listed on the cover of the QCB.
- Then, schedule enough AAs to conduct all regular sessions and one separate accommodation session simultaneously.
- Additional accommodation sessions should be scheduled after the regular sessions are completed.
- If a school has only two separate accommodation sessions and two regular sessions, you may schedule them simultaneously as long as you have an available AA on your team.
- Generally, assign one AA per regular or separate accommodation session.
- Because all regular sessions can be conducted in the same room (the timing and the session scripts for all subjects are the same), some schools may ask that you conduct large, combined sessions. While this is not encouraged, space constraints in some schools make it necessary. It is important that you have the appropriate number of AAs scheduled to conduct and monitor these sessions. Plan to have one AA for every 30 students in combined sessions.

7B. Become familiar with situations that may affect your assessment schedule.

Previous NAEP assessments have taught us that assessments generally run smoothly and according to procedure. On occasion, however, you may encounter a situation that requires special attention, such as those described below. Even though these situations occur infrequently, you must know how to handle them. Remember to document and discuss any unusual situations with your supervisor.

- **Makeup Sessions.** A makeup session is a small session that must be held at a given school on a later date if the attendance at the school is below 90 percent. It is best to complete the makeup as soon after the original session as possible. Be sure to examine your calendar to be certain that your schedule will accommodate the date suggested by the school. You may schedule an AA to return to the school to conduct the makeup session without you. If the school is eager to get the makeup out of the way but the dates it offers conflict with your team's schedule, talk to your supervisor about the possibility of someone else covering the session.
- **Accommodation Sessions.** Separate accommodation sessions may be conducted for students with disabilities (SD) and/or English language learners (ELL). You will need to be familiar with the differences in the administrative process of these sessions as well as with the allowable accommodations for these students. In schools with four to six regular sessions, schedule regular sessions in the morning and separate accommodation sessions afterward to match the total number of AAs on your team. In schools with three or fewer regular sessions, schedule as many separate accommodation and regular sessions concurrently as the number of AAs you have on your team. In staffing sessions where students will be accommodated, remember that it is important that the AA assigned to the session be comfortable working with special needs children. For example, an AA with a special education background would be ideal.

If students are being accommodated as part of the regular session, the AA administering the session may need additional help. Depending on the nature of the accommodations, an additional AA for every three to five accommodated students might be necessary. Each AA should know in advance the student(s) with whom they will be working and the nature of the accommodation. Accommodation information is communicated to your AAs via the Assessment Information Form (on page 5.9).

- **When the AA Cannot Conduct the Session.** The assessment rules specify that only an individual who attended the AA Training can administer the assessment. The exception to this is when a school staff member administers an accommodation session. This may happen when a school wants accommodation sessions conducted at the same time as the regular sessions or when a student's accommodation requires a familiar person to administer the assessment. In this case, ask the school coordinator to assign one or more school staff members to administer the accommodations sessions and provide the school coordinator with a copy of the session script. These school staff members must sign the Accommodation Teacher Letter.

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- **Multiple Sessions.** In grade 12 schools, you may need to schedule several sessions in an attempt to assess as many students as possible. Contact your supervisor immediately if you will need additional AAs to cover the multiple sessions scheduled in the school.
 - **Rescheduling Sessions Due to Bad Weather.** In some areas of the country, bad weather could prevent the school from holding a scheduled assessment or prevent you from reaching the school. If a school is closed due to inclement weather, contact the school coordinator the following morning to reschedule. The school's decision to open or delay opening will depend largely on whether the buses can run. If the school opens the following day, you should be able to make it to the session, unless you already have sessions at another school scheduled that day. Be alert for changes in the school's schedule.
 - **The School Postpones the Assessment.** If the school coordinator calls to inform you that the school will need to postpone the assessment, attempt to reschedule it immediately. Be sure to notify your supervisor of any schedule changes. The changes could have an effect on the schedule in other areas or require the use of a Troubleshooter AA. Troubleshooter AAs are assigned to each territory to assist where needed.
 - **Conducting Sessions in Spanish.** In order for an AC or AA to administer an assessment in Spanish, he/she needs to be NAEP-certified. Therefore, any AAs who have not passed the written and verbal Spanish certification cannot administer NAEP sessions in Spanish (bilingual booklet or bilingual directions read aloud). Once an AC or AA passes the NAEP Spanish certification, he/she is considered certified on NAEP.

Procedure 8. Communicate Assessment Information to Your AAs Using the Assessment Information Form

The Assessment Information Form (on page 5.8) communicates specific information to your AAs about each school and the accommodation sessions being held at the school. Fill out one Assessment Information Form for each school either on a hardcopy or electronically. The Assessment Information Form can be distributed to AAs by regular mail or in person 1 to 2 weeks before each assessment. The method you choose may depend on your geographic proximity to the members of your team. Student names should never be written on the Assessment Information Form.

Procedure 9. Verify Assessment Materials and Order Any Additional Materials From Pearson or Westat

After each preassessment visit, check the Session Boxes you received for that school, gather other materials needed from your bulk supplies, and order additional materials, if necessary. It is important to verify school materials immediately after each preassessment visit so you will have adequate time to order and receive additional supplies from Pearson and/or Westat.

You are also responsible for making sure all materials and supplies used during the assessment remain in good condition. If you receive any damaged or misprinted materials or supplies that cannot be used, do not dispose of them. Contact Pearson for replacements. All damaged or misprinted booklets must be accounted for and returned to Pearson.



Security and Confidentiality Alert

Remember that you must account for all used and unused assessment booklets throughout the assessment process.

School Materials

After the completion of each preassessment visit, complete the following steps:

1. Open the school's Session Box(es) and check that the Bundle #s on the Administration Schedules match those on the Bundle Slips in the box, as shown on the following page.

Example of Bundle Slip and Administration Schedule

DESCRIPTION: TB, NAEP, 09, GR8, RS, BNDL - 16
BUNDLE #: 1006
INVENTORY #: N000012345

TI-108 CALCULATOR "C"
 RULER/PROTRACTOR "P"
 SET "G"
 SET "V"

106
208
403
107 C
207
503
108 C
208
003
105
208
404
110 C
210
504
111 PV

DESCRIPTION: TB, NAEP, 09, GR8, RS, BNDL - 16
BUNDLE #: 1005
INVENTORY #: N000012345

TI-108 CALCULATOR "C"
 RULER/PROTRACTOR "P"
 SET "G"
 SET "V"

401
101 CP
201
501
102 PC
202
001
103 CV
203
402
104 VG
204
002
105 G
205
002



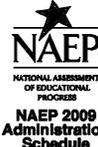
This form must be completed in No. 2 pencil.

Person Use Only

English Language Learner (ELL)
 1 = Yes, ELL
 2 = No, not ELL

Planning Code
 For Use in Column "C" after "L"
 1 = Assess student
 2 = Accommodations offered in
 regular session
 3 = Accommodations offered in
 separate session
 4 = Not applicable

Session Number
 RS0803



NAEP 2009 Administration Schedule

School #: 992-122-0 Grade: 8

School Name: Dixon Middle School

Administrator's Name: Silvia Thomas

Original session scheduled for:
 Day/Date: Wed, Feb, 4
 Time: 9:00 a.m.
 Location: Cafeteria

Makeup session scheduled for:
 Day/Date: _____
 Time: _____
 Location: _____

If Makeup Needed:
 Makeup Field:
 Makeup Not Field:

Bundle #s: 1005, 1006

Original Sample: 26
 # Admin. & Sample (Public Codes 01, 04 & 05): 2
 # Assessed (Public Codes 06-08, 07 & 09): 25
 # Assessed (Public Codes 06-08, 07 & 09): 25

TOTAL ASSESSED: 25

A Admin C/A	B Student Name	C Center Center	D Line of Subject	E Month	F Year	G SIS ID	H Rural School	I ED	J ELL	K ELL Code	L ELL Code	M P Code	N P Code	O Original Booklet ID #	P Accommodation Booklet ID #	Q Admin. Codes	R Administration Codes	
																		1
01	✓ Peters, Mark	232	R	0	4	9	5	1	1	1	4	2	2	1	401 183489 7		01	ASSESSED IN ORIGINAL 00 = In session full time 01 = In session part time 02 = In session part time 03 = Other, specify on cover
02	✓ Phillips, Susan	232	MC	0	2	9	5	2	3	1	1	2	2	2	101 023578 1		02	ASSESSED IN MAKEUP 00 = In session full time 01 = In session part time 02 = In session part time 03 = Other, specify on cover
03	✓ Pierce, Tim	232	S	0	6	9	4	1	1	2	4	2	2	1	201 993461 4		03	ASSESSED IN MAKEUP 00 = In session full time 01 = In session part time 02 = In session part time 03 = Other, specify on cover
04	✓ Price, Carol	232	R	1	0	9	4	2	1	1	4	2	2	1	501 110376 0		04	ABSENT 00 = Absent 01 = Long-term 02 = Chronic 03 = Suspended 04 = In school, did not attend 05 = Accommodation scheduling 06 = Other, specify on cover
05	✓ Putnam, April	232	MC	1	1	9	4	2	2	1	1	2	2	3	102 910456 2	107 321478 0	05	OTHER 00 = Unassigned Booklet 01 = Unassigned Booklet 02 = Unassigned Booklet 03 = Unassigned Booklet 04 = Unassigned Booklet 05 = Unassigned Booklet 06 = Not in sample
06	✓ Qualls, Kimberly	232	S	0	9	9	4	2	5	1	4	2	2	1	202 103478 2		06	REASONS FOR EXCLUSION 00 = Not assessed 01 = ELL - Required scores, not 02 = ELL - Required scores, not 03 = ELL - Required scores, not 04 = ELL - Required scores, not 05 = ELL - Required scores, not 06 = ELL - Required scores, not 07 = ELL - Required scores, not 08 = ELL - Required scores, not 09 = ELL - Required scores, not 10 = ELL - Required scores, not 11 = ELL - Required scores, not 12 = ELL - Required scores, not 13 = ELL - Required scores, not 14 = ELL - Required scores, not 15 = ELL - Required scores, not 16 = ELL - Required scores, not 17 = ELL - Required scores, not 18 = ELL - Required scores, not 19 = ELL - Required scores, not 20 = ELL - Required scores, not 21 = ELL - Required scores, not 22 = ELL - Required scores, not 23 = ELL - Required scores, not 24 = ELL - Required scores, not 25 = ELL - Required scores, not 26 = ELL - Required scores, not 27 = ELL - Required scores, not 28 = ELL - Required scores, not 29 = ELL - Required scores, not 30 = ELL - Required scores, not 31 = ELL - Required scores, not 32 = ELL - Required scores, not 33 = ELL - Required scores, not 34 = ELL - Required scores, not 35 = ELL - Required scores, not 36 = ELL - Required scores, not 37 = ELL - Required scores, not 38 = ELL - Required scores, not 39 = ELL - Required scores, not 40 = ELL - Required scores, not 41 = ELL - Required scores, not 42 = ELL - Required scores, not 43 = ELL - Required scores, not 44 = ELL - Required scores, not 45 = ELL - Required scores, not 46 = ELL - Required scores, not 47 = ELL - Required scores, not 48 = ELL - Required scores, not 49 = ELL - Required scores, not 50 = ELL - Required scores, not 51 = ELL - Required scores, not 52 = ELL - Required scores, not 53 = ELL - Required scores, not 54 = ELL - Required scores, not 55 = ELL - Required scores, not 56 = ELL - Required scores, not 57 = ELL - Required scores, not 58 = ELL - Required scores, not 59 = ELL - Required scores, not 60 = ELL - Required scores, not 61 = ELL - Required scores, not 62 = ELL - Required scores, not 63 = ELL - Required scores, not 64 = ELL - Required scores, not 65 = ELL - Required scores, not 66 = ELL - Required scores, not 67 = ELL - Required scores, not 68 = ELL - Required scores, not 69 = ELL - Required scores, not 70 = ELL - Required scores, not 71 = ELL - Required scores, not 72 = ELL - Required scores, not 73 = ELL - Required scores, not 74 = ELL - Required scores, not 75 = ELL - Required scores, not 76 = ELL - Required scores, not 77 = ELL - Required scores, not 78 = ELL - Required scores, not 79 = ELL - Required scores, not 80 = ELL - Required scores, not 81 = ELL - Required scores, not 82 = ELL - Required scores, not 83 = ELL - Required scores, not 84 = ELL - Required scores, not 85 = ELL - Required scores, not 86 = ELL - Required scores, not 87 = ELL - Required scores, not 88 = ELL - Required scores, not 89 = ELL - Required scores, not 90 = ELL - Required scores, not 91 = ELL - Required scores, not 92 = ELL - Required scores, not 93 = ELL - Required scores, not 94 = ELL - Required scores, not 95 = ELL - Required scores, not 96 = ELL - Required scores, not 97 = ELL - Required scores, not 98 = ELL - Required scores, not 99 = ELL - Required scores, not 00 = ELL - Required scores, not
07	✓ Ramos, Marisol	232	R	0	1	9	5	2	3	3	4	1	2	1	001 004051 9		07	
08	✓ Randal, Tyrone	232	MC	0	5	9	5	1	2	1	4	2	2	1	103 803987 0		08	
09	✓ Read, Julia	232	S	0	7	9	4	2	2	1	4	2	2	4	203 267931 5		09	
10	✓ Reynolds, Michael	232	R	0	9	9	4	1	1	1	2	4	2	2	402 245796 4		10	
11	✓ Rivera, Pedro	232	M	1	2	9	4	1	3	2	4	1	2	3	104 723467 1	901 678912 4	11	
12	✓ Robins, Sang	232	S	1	0	9	4	1	4	1	4	1	2	1	204 101456 6		12	
13	✓ Rogers, Daniel	232	R	0	6	9	5	1	5	1	1	1	2	4	502 322019 0		13	
14	✓ Rowe, Christina	232	M	0	2	9	5	2	1	1	1	1	2	3	105 005061 3	107 488561 7	14	
15	✓ Sanders, Tina	178	S	1	0	9	4	2	3	1	4	2	2	1	205 123579 1		15	

2. Check that:

- the prefix numbers of the booklet IDs printed on the Bundle Slips match the numbers that are printed in column **O** on the Administration Schedule, and
- the Bundle Slip numbers match those preprinted in the upper-right corners of the Administration Schedule.

Session	Subjects	Grade	# Booklets in a bundle
RS	Reading/mathematics/science	4	14
RS	Reading/mathematics/science	8	16
RS	Reading/mathematics/science	12	16
RN	Reading/mathematics/science	4	14
RN	Reading/mathematics/science	8	16
RM	Reading/mathematics	12	16

3. Check the materials in your shipment against the packing lists and Administration Schedule to verify that you have sufficient supplies.

Bulk Supplies

The remaining assessment materials are what NAEP calls “bulk supplies.” Bulk supplies refer to materials that you may or may not need at each session. Most of these materials will come from Pearson, but a few will come from Westat.

Pearson Bulk Supplies

Calculators and timers are located in your bulk supplies from Pearson and not in the Session Box. You will use the timers from your Pearson bulk supplies for every assessment. You will also use the calculators for every grade 4 assessment. The remaining bulk materials are for you to use if you need extra materials for your sessions.

Pearson Session Box Supplies

The following tables identify, by grade, the materials that will be packed in each Session Box.

Grade 4		RS and RN Sessions
Quantity	Item	
1-2 bundles	Grade 4 Reading/Mathematics/Science Booklets (14 per bundle; 28 total booklets)	
Varies	Mathematics Manipulative Set "G" (prepunched)	
Varies	Mathematics Set "K," Foam Shapes	
Varies	Rulers "R"	
1	Sign "Testing in Progress—Do Not Disturb"	
2	Rubber Bands	
36	NAEP Pencils	
28	Preprinted Student ID Labels (salmon)	
1	Return Shipment Label	
1-2 bundles	Grade 4 ESBQ Booklets, if needed (14 per bundles; 28 total booklets)	
28	ESBQ Students ID Labels, if needed (salmon)	
1-10 bundles	NIES Student Surveys (3 per bundle), if needed	
Varies	NIES Student ID Labels, if needed (salmon)	

Grade 8		RS and RN Sessions
Quantity	Item	
1-2 bundles	Grade 8 Reading/Mathematics/Science Booklets (16 per bundle; 32 total booklets)	
Varies	Mathematics Shapes "G" (student punches out)	
Varies	Ruler/Protractor "P"	
Varies	Mathematics one white flattened box and one NAEP Ruler/Protractor Set "V" (student punches out)	
1	Sign "Testing in Progress—Do Not Disturb"	
2	Rubber Bands	
36	NAEP Pencils	
32	Preprinted Student ID Labels (salmon)	
1	Return Shipment Label	
1-2 bundles	Grade 8 ESBQ Booklets, if needed (16 per bundle; 32 total booklets)	
32	ESBQ Student ID Labels (salmon)	
1-10 bundles	NIES Student Questionnaires, if needed (3 per bundle)	
Varies	NIES Student ID Labels, if needed (salmon)	

Grade 12 RS and RM Sessions	
Quantity	Item
1–2 bundles	Grade 12 Reading/Mathematics/Science Booklets (16 per bundle; 32 total booklets)
Varies	Mathematics Spinner on Cardstock “N”
Varies	Mathematics Folding Card “O”
Varies	Mathematics Ruler/Protractor “P”
Varies	Mathematics Set “Z”
Varies	Mathematics Reference Sheet “U”
Varies	Mathematics Reference Sheet in envelope “F”
Varies	Reading Pamphlet— <i>Applying for a Federal Job</i> “J”
Varies	<i>Guide to Metro Fares</i> “M”
Varies	Social Security Application “S”
Varies	Science Periodic Table of Elements “Q”
1	Sign “Testing in Progress—Do Not Disturb”
2	Rubber Bands
36	NAEP Pencils
32	Preprinted Student ID Labels
1	Return Shipment Label
2 bundles	ESBQ Booklets, if needed (16 per bundle; 32 total booklets)
1 sheet	ESBQ Student ID Labels; if needed (salmon)

Other Bulk Supplies	
Quantity	Item
5	Administration Schedules (blank)
5	Grade 4 Roster of Questionnaires (blank)
5	Grade 8 Roster of Questionnaires (blank)
5	Grade 12 Roster of Questionnaires (blank)
15	SD/ELL Rosters
6	Grade 4 School Questionnaires
6	Grade 8 School Questionnaires
6	Grade 12 School Questionnaires
10	Grade 4 Teacher Questionnaires
10	Grade 8 Mathematics Teacher Questionnaires
10	Grade 8 Reading Teacher Questionnaires
10	Grade 8 Science Teacher Questionnaires
50	SD Questionnaires
50	ELL Questionnaires
1 Bundle	Grade 4 Booklets (14 per bundle)
1 Bundle	Grade 8 Booklets (16 per bundle)
3 Bundles	Grade 4 Read-Aloud Math Booklets (6 per bundle)
3 Bundles	Grade 8 Read-Aloud Math Booklets (6 per bundle)
3 Bundles	Grade 4 Read-Aloud Science Booklets (6 per bundle)
3 Bundles	Grade 8 Read-Aloud Science Booklets (6 per bundle)

Other Bulk Supplies (continued)	
Quantity	Item
	ESBQ Administration Schedules (blank)
	NIES Administration Schedules (blank)
1 bundle	Grade 12 Booklets
	Grade 4/8 NIES School Questionnaire
	Grade 4 NIES Teacher Questionnaire
	Grade 8 Teacher Questionnaire
	Grade 4 NIES Student Survey
	Grade 8 NIES Student Survey
	Grade 4 ESBQ Booklets
	Grades 8/12 ESBQ Booklets
	Read-Aloud Science Booklets

Student Booklets in Bulk

Your Pearson bulk supplies will include the following unassigned booklets:

- grade 4, grade 8, and grade 12 assessment booklets for regular sessions, and
- grade 4 and grade 8 read-aloud accommodation booklets for mathematics and science.

If you discover during the preassessment visit that you will need additional read-aloud booklets for grade 12 sessions or other accommodation booklets, you must order them from Pearson.

Always use the Bulk Security Checklist (shown on page 5.16) to keep track of the booklets included in your bulk supplies. The checklist lists all of the booklets included in your bulk supplies. After receiving your bulk supplies, check that you have all of the booklets listed on the Bulk Security Checklist and record the date that you received each booklet. As you use the booklets, you will record the issue date, school and session information, date and time the book is returned to Pearson, and the tracking number. You will return this completed checklist to your field manager at the end of the assessment so that all of your bulk booklets can be tracked.

Bulk Security Checklist

NAEP 2009 Bulk Security Checklist

Supervisor: Mr. Smith

Seq. # 001

Region #: IA01

<u>Bundle #</u>	<u>Received</u>	<u>Date Issued</u>	<u>School/Session</u>	<u>Date/Time Returned</u>	<u>Tracking Number</u>
Book ID's					
90001					
2310000091					
0010000000					
1900000001					
2040000060					
0900450680					
1157534689					
0091123794					
2171234567					
1360005594					
0340023364					
2340078532					
1310000666					
0160011189					
2043333365					
0204444835					
1360452189					
2333333789					
80001					
2320000091					
0020000000					
1910000001					
2050000060					
0910450680					
1167534689					
0101123794					
2181234567					
1350005594					
0360023364					
2320078532					
1300000666					
0170011189					
2053333365					
0214444835					
1370452189					
2343333789					

Instructions: This form is for your use only. Do not return to Pearson.
 The "Received" column is to record the date you received the books from Pearson.
 The "Date Issued" column is to record the date you used book.
 The "School/Session" column is to record school number and session number.
 The "Date/Time Returned" column is to record date returned to Pearson.
 The "Tracking Number" column is to record the tracking number used to return the book(s).

Requesting Additional Student Booklets

You must also request the following accommodation booklets not included in your bulk supplies from Pearson, as needed:

- large-print booklets,
- grade 12 read-aloud booklets,
- bilingual booklets for mathematics and science, and
- Braille booklets for reading, mathematics, and science.

Read-Aloud Booklets

If a student requires the read aloud most or all accommodation, he/she must be assigned a read-aloud booklet.

A small number of read-aloud booklets for grades 4 and 8 are provided in your Pearson bulk supplies. When a student requires a read-aloud booklet, pull a read-aloud booklet from your bulk supplies. Also take a matching booklet for the AA who will administer the session. If you do not have enough read-aloud booklets for the student(s) requiring one and for the AA to read from, order more from Pearson.

When ordering a read-aloud booklet, you will need to provide the student's original booklet ID.

(Reminder: The read-aloud accommodation is not offered for students assessed in reading, therefore there is no read-aloud reading booklet.)

Special Instructions for Ordering Large-Print Booklets

In the Pearson Materials Ordering Site (MOS), there will be three entries for the three different types of large-print reading books. Record the school ID and the original student ID for which you are ordering a large-print booklet in the Special Instructions box on the Pearson MOS ordering page. Your order will not be fulfilled if this information is missing.



You must account for all of the regular and accommodation booklets that you receive in your bulk supplies or via short shipment from Pearson. Use the Pearson Materials Tracking System (MTS) to indicate that you received all of the booklets shipped to you.

Westat Bulk Supplies

The bulk supplies you will receive from Westat are listed below.

AC Westat Bulk Supplies	
Publications	# Provided
<i>A Guide for Completing SD/ELL Questionnaires</i>	1
<i>Teacher's Guide to NAEP</i>	Customized
<i>NAEP Sample Questions Booklet (Grades 4, 8, and 12)</i>	Customized
<i>ESBQ Sample Questions Booklet</i>	Customized
<i>NIES Sample Questions Booklet</i>	Customized
Mathematics Framework	Customized
Reading Framework	Customized
Science Framework	Customized
<i>Measure Up Newsletter</i>	Customized
<i>Locating Private School Results on the Web</i>	Customized
Grade 12 Materials: Certificates of Community Service and Student Letters	Customized
Grade 12: <i>Best Practices Guide</i>	Customized
Forms and Materials	
<i>Quality Control Booklets (QCBs)</i>	20
"Destroy by" Postcards	20
Removable Labels (blank)	5 sheets
Student Appreciation Certificates—Generic	60 pads
Student Appreciation Certificates—Calculator Reminder	20 pads
Session Debriefing Forms	75
Inclusion Worksheets (blank)	5
AA Assessment Information Forms	75
Grade 12 Strategies Form	Customized
Teacher Observer Letter	75
Accommodation Teacher Letter	50
Teacher Notification Letter	25
School Staff Accommodation Scripts	5
NSLP/USDA Confidentiality Agreement	10
NIES Appointment Cards	Customized
Alphabetical Table Tents	1 set
Grade 4 Student Booklet Cover Poster (<i>for distribution to AAs</i>)	6
Grade 8 Student Booklet Cover Poster (<i>for distribution to AAs</i>)	6
Administrative Material	
Non-Exempt Fieldworker I T&E Reports (<i>25 are for distribution to AAs</i>)	50
Trip and Expense Reports	5
FedEx Airbills	25

How to Order Additional Materials

Both Pearson and Westat maintain an MOS that can be accessed from the MyNAEP website and will enable you to order materials by completing an electronic order form. You may place orders on both the Westat and Pearson websites 24 hours a day, 7 days a week. To receive overnight orders from Pearson, they must be placed by 3 p.m., Central time.

You may also order materials from Pearson via telephone or e-mail. Before you call or e-mail Pearson, you must complete the NAEP Materials Request Form (shown on page 5.20) included in your bulk supplies from Pearson.

To place your order by telephone or if you need to speak with someone about an order you placed on the MOS, contact Westat or Pearson at the telephone numbers or e-mail addresses shown below.

Materials Ordering Sites		
Contact Method	Westat Warehouse	Pearson Help Desk
Website	www.mynaep.com	www.mynaep.com
Telephone	1-800-283-6237	1-888-627-6237
E-mail	NAEPWarehouse@Westat.com	NAEPmaterials@prod.pearson.com
Hours	9 a.m. to 5:30 p.m., Eastern time	7 a.m. to 4:30 p.m., Central time

Chapter 5 Summary

Upon completing this chapter, you should be able to

- use the QCB to record the status of the preassessment visit, contacts, and AA's assignments;
- place the dated Parent/Guardian Notification Letter in the School Folder (if received);
- complete the Summary Box on the Administration Schedule;
- enter appropriate data in the SCS;
- communicate session and accommodation information to your AAs via the Assessment Information Form;
- verify assessment materials; and
- order materials if necessary.



Test Your Knowledge

Instructions: Fill in the blank with the correct word or words.

1. The _____ allows you to communicate specific information to your AAs about their assignment and about the accommodation sessions being held at the school.
2. If you do not receive a dated copy of the _____, you cannot administer the assessment.
3. If you retrieved completed SD and/or ELL Questionnaires from the school coordinator, you should band these together. Place them in the _____ and then ship them back to Pearson after the assessment.
4. If a student requires the read aloud most or all accommodation he/she must be assigned a _____.
5. Using the _____, you will indicate that you received all of the booklets shipped to you.

Answers: 1-Assessment Information Form, 2-Parent/Guardian Notification Letter, 3-Session Box 1, 4-Read-aloud booklet, 5-Pearson MTS